

PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 September 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	John Evans, Assistant Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with a summary of the Charitable Funds Sub-Committee's (CFSC) activity between 1st June and 10th September 2021.

Cefndir / Background

The CFSC, in respect of its provision of assurance to the CFC, is responsible for providing quarterly written updates on the following areas of activity:

- Expenditure approved within the Sub-Committee's delegated limits of approval.
- Key decisions.
- Chair's actions undertaken outside of the cycle of Sub-Committee meetings.
- Key risks and issues/matters of concern.
- Matters requiring Charitable Funds Committee consideration or approval.
- Any revisions to the Sub-Committee's Terms of Reference.

This report provides a summary of the CFSC's activity and provides an opportunity for the CFC to review the activity and discuss any key decisions taken and any matters arising, which may require CFC consideration or approval.

Asesiad / Assessment

Two CFSC meetings have taken place during this reporting period; both meetings were quorate:

- 12th July 2021
- 10th September 2021

1. Expenditure approved within the CFSC's delegated limits of approval

The following charitable expenditure requests were considered and approved within the CFSC delegated approval limits during this reporting period:

Meeting	Item	Comments	Decision
12-07-2021	CF02095 Telemetry Cardiac Monitoring System, Witherbush General Hospital (WGH) Unscheduled Care £25,560 excluding VAT	Request to extend the telemetry cardiac monitoring system at WGH to wards 1, 3, 4, and the Puffin unit. This would provide telemetry monitoring across all inpatient wards, which would reduce the need to move patients around the hospital and enable them to be cared for in the most appropriate setting. The request was considered eligible for charitable funds as it demonstrated significant improvements to the patient experience.	APPROVED
10-09-2021	CF02135 Master of Science (MSc) in Critical Care, Intensive Treatment Unit (ITU), WGH £3,637.50	Request for a band 5 staff nurse at ITU WGH to undertake an MSc in Critical Care at Cardiff University. This would enhance the skills of the existing workforce and support the service to move forward with improvements in quality of care and patient safety. The higher award request could not be funded from Hywel Dda University Health Board's (HDdUHB) higher award allocation as it was not deemed that a higher award of this nature was essential study. The request was considered eligible for charitable funds as it demonstrated 'significant benefit' to HDdUHB, 'quantified through training and development objectives'.	APPROVED
10-09-2021	CF02143 Development of an outdoor roof terrace area at ward 10 WGH £10,960.50	Request for the approval of additional charitable funds to the value of £10,960.50 to enable the development of an outdoor roof terrace area at ward 10 WGH to proceed. The roof terrace is part of the approved scheme of works for the development and the request was submitted due to an increase in project costs of £55,404.11 (Development Approval Form (DAF) 16/10/18 v4 £96,951.25 and DAF 21/05/21 v5A £152,355.36). The additional shortfall of £44,443.61 to enable the project to proceed was being met by existing charitable funds already committed to the scheme. The project would enhance the patient experience and considered eligible for charitable funds: 'building and/or refurbishment works where charitable monies have been specifically raised for such projects'. The request was	APPROVED IN PRINCIPLE

		approved in principle, subject to the receipt of further information from the Design Team on the nature and reasons for the increased costs in addition to the scope of works.	
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2. Key decisions

No key decisions were made by the CFSC during this reporting period.

3. Chair's Actions undertaken outside of the cycle of CFSC meetings

No Chair's Actions were undertaken outside of the cycle of CFSC meetings during this reporting period.

4. Key risks and issues/matters of concern

No key risks or issues/matters of concern were considered by the CFSC during this reporting period.

5. Matters requiring CFC consideration or approval

The following matters were considered by the CFSC during this reporting period, for noting by the CFC:

- Revenue consequences of charitable purchases – The CFSC received feedback that concerns had been raised at the Sustainable Resources Committee meeting held on 23rd August 2021 regarding the revenue consequences to HDdUHB from charitable funds purchases. The CFSC recognised the need for controls to be put in place to ensure the consideration and acceptance of ongoing revenue costs associated with all charitable purchases, not only for medical equipment. Discussions are to be held with the Director of Finance and Director of Nursing, Quality and Patient Experience to consider the most appropriate way to capture ongoing revenue costs associated with charitable purchases to ensure that HDdUHB is aware of all potential future cost pressures.
- Discretionary Capital Programme: Discussions are to be held with the Capital Planning team to establish a process to capture details of any capital bids eligible for charitable funds and how to liaise with fund managers to discuss charitable funds as a possible source of funding.
- Learning and Development: Discussions are to be held with the Head of Workforce Education and Development, Assistant Director of Nursing (Nursing Practice) and Head of Nursing (Clinical Education) regarding organisation wide training needs that could be supported by charitable funds, in addition to equitable access to charitable funds for learning and development opportunities.

6. Revisions to the CFSC's Terms of Reference

There are no revisions to be made to the CFSC's Terms of Reference at this time.

7. Requests for the establishment of new charitable funds

No requests for the establishment of new charitable funds were received during this reporting period.

8. CFSC meeting dates for 2021/22

- Tuesday 16th November 2021
- Monday 10th January 2022
- Monday 7th March 2022

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to **NOTE** the content of this report in respect of the Charitable Funds Sub-Committee's provision of assurance.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.6 - The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Charitable Funds Sub-Committee meeting minutes
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Charitable Funds Sub-Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
Ansawdd / Gofal Claf: Quality / Patient Care:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.